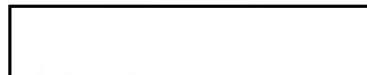
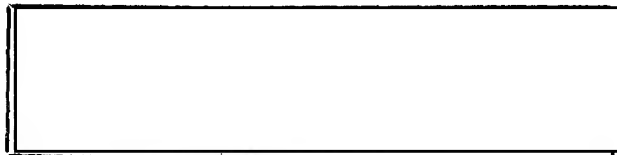


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OFFICE OF STRATEGIC SERVICES

Washington, D. C.

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ISSUED: 9 August 1944
EFFECTIVE: 9 August 1944

TO: List S

SUBJECT: Funds from which employees will be paid

The following recommendation of the Board of Review is hereby approved:

- (a) Only secret agents and other employees, who, for security reasons, should not be identified with OSS, may be paid from Special Funds - limitation .003 - except that employees stationed overseas at points where regular government payroll facilities cannot be made available may be paid from Special Funds.
- (b) All other employees now paid from Special Funds shall be transferred to voucher funds (.001) as soon as Civil Service positions are available, except
- (c) .002 funds will be used to pay the following types of personnel:
 - (1) Aliens (by law, cannot be Civil Service)
 - (2) Employees selected for overseas service (until arrival at overseas post)
 - (3) New employees whose entrance on duty at an early date is urgent and where the only delaying factor is the time involved in securing Civil Service clearance of qualifications. (Such employees would be transferred to .001 funds upon clearance)
 - (4) Employees, principally stenographic, typist or clerical, who are brought into a training pool and held there pending specific assignment.
 - (5) Rare cases of an employee who should receive a salary increase but where rigid Civil Service rules make a reclassification almost impossible. Such employees shall be promoted only upon specific

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- 2 -


approval of the Director or Assistant Director upon recommendation of the Chief, Civilian Personnel Branch and the Board.

(6) Employees doing work of such a nature that, for security reasons, job descriptions necessary to establish salaries cannot be filed outside of OSS.

(7) Employees being transferred from Special Funds to .001 funds, pending the availability of Civil Service positions.

Office and Branch Chiefs who now have employees paid from Special Funds (.003) shall immediately review payrolls in detail and take the necessary action to comply with (a), (b) or (c) above.

The judgment of Office and Branch Chiefs in determining which employees shall be paid from Special Funds shall have primary weight in the decision. If the Chief, Special Funds Branch does not concur in a particular instance, the case will be referred to the Director for decision.


William J. Donovan
Director

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